

Privacy Notice

This notice is provided in compliance with Governor's Executive Order 00-03 and addresses the collection, use, security, and access to information obtained by your submission of this information to the Department of Social and Health Services, Division of Behavioral Health and Recovery (DBHR).

DBHR requires an applicant who is applying for certification to provide chemical dependency services as a sole proprietor to submit a Federal Employer Tax Identification Number or their personal Social Security Number. The number is used to identify a specific person or legal entity that owns a specific business.

All information collected as a part of the certification process for departmental approval is collected for considering applicant and provider compliance with applicable regulations related to their requests. All information is considered public information, and may be made available to anyone submitting a proper public information request unless exempted by the Public Information Disclosure Act under Revised Code of Washington (RCW) 42.56.230 through 290.

Information may be retained for the period of provider certification to include any subsequent changes in provider ownership. The department will retain records for up to six years following the voluntarily cancellation of certification, and indefinitely in cases of involuntary cancellation, revocation, or suspension of certification. Information will be destroyed after that time.

Persons submitting information have the right to review personal information on file with the department. You can recommend changes to your personally identifiable information you believe to be inaccurate by submitting a written request that credibly shows the inaccuracy. We will take reasonable steps to verify your identity before granting access or making corrections.

For Questions or concerns:

If you have any questions or concerns about your privacy protections, feel free to contact Julián Gonzales, DBHR Certification Supervisor, 360-725-3730, Toll Free 1-877-301-4557, or by e-mail at Julian.Gonzales@dshs.wa.gov.

For more information:

- DSHS public disclosure rules (Washington Administrative Code 388-01): <http://apps.leg.wa.gov/wac/>
- DSHS public disclosure law (RCW 42.56): <http://apps.leg.wa.gov/rcw/>
- To Contact the DSHS Public Records/Privacy Officer: DSHSPublicDisclosure@dshs.wa.gov